



VeritySpell

for Google Docs

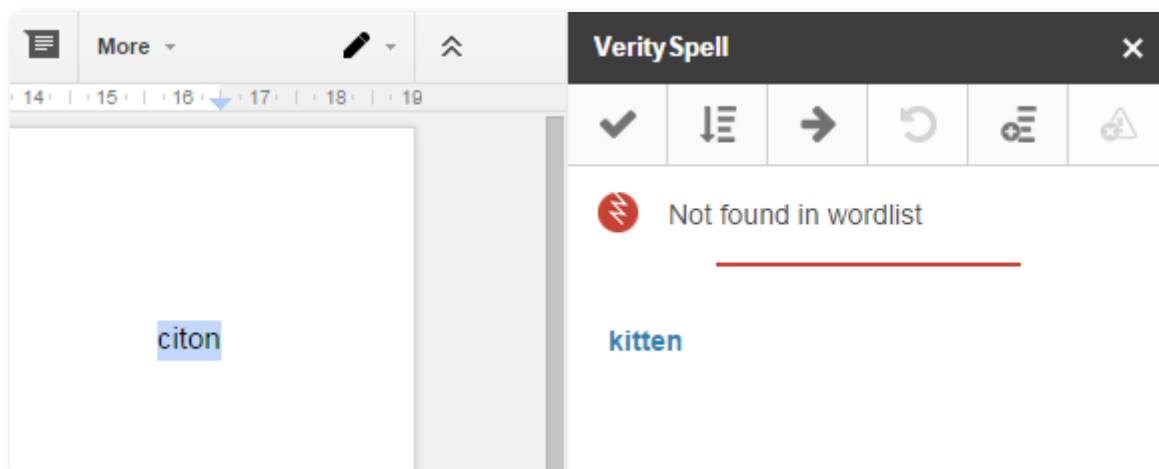
User Manual VeritySpell for Google Docs

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VeritySpell for Google Docs in brief

VeritySpell is an add-on for Google Docs that corrects spelling and grammar mistakes in English texts. It is designed above all for people with reading and writing difficulties, but it is well suited for anyone who needs spelling assistance and language support.

VeritySpell detects and warns about many spelling and grammar mistakes that the language checker of the existing system would not find. For example, VeritySpell can correct serious spelling mistakes like *yoost* (for *used*) or *citon* (for *kitten*), and it helps to distinguish easily confusable words like *their*, *there* and *they're*.



VeritySpell also includes a simple function for grammar and expression support that will correct many mistakes, like *I never been to France* (should be *I've never been to France*) or *The dog are black* (should be *The dog is black*).

Add-ons in general

Add-ons for Google Docs can be found in the Google Chrome Web Store. Just select **Add-ons – Get add-ons** in the menu inside Google Docs. Oribi provides add-ons as part of its strategy for text spell-checking as a cloud service. For this reason, VeritySpell for Google Docs is operating-system independent. In other words, VeritySpell can be used on a range of platforms: PCs, Macs, Chromebooks, tablets (such as iPads and Androids), etc. It can also be used in different web browsers, for example Google Chrome, Internet Explorer, Safari and Firefox. To use the VeritySpell service, you need an internet connection. For fast response times, we recommend WiFi access rather than a mobile connection (3G/4G).

The add-ons that you install will be linked to your Google account. This means that you will have access to any add-ons that you have installed whenever you log in. It does not matter if you have changed platforms between user sessions.

Tablets and add-ons

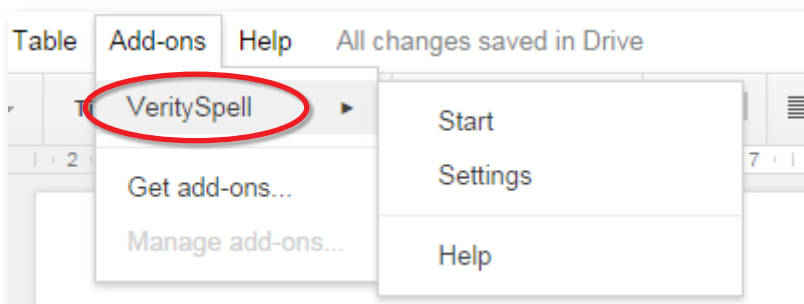
On tablets, VeritySpell only works in browser apps (such as Safari and Chrome) if they are in *desktop* mode. You can always write in *mobile* mode but to access your Google Docs add-ons you must switch to *desktop* mode.

Specially designed apps, for example word processors, cannot handle add-ons. However, you can write your text in one app, copy the text to Google Docs in your browser and then correct it using VeritySpell.

You can also write your text directly in the Google Docs or Google Drive app. This works even when you are offline. To check your text, you must first sync your document using a WiFi connection and then switch to a browser in *desktop* mode.

Checking text

VeritySpell starts checking your text from the insertion point (the point in the text where the text cursor is). To start VeritySpell, select **Add-ons**, then **VeritySpell** and then **Start** in the menu.



When you have started VeritySpell, a window will appear to the right of the document. This window will show suggested changes.

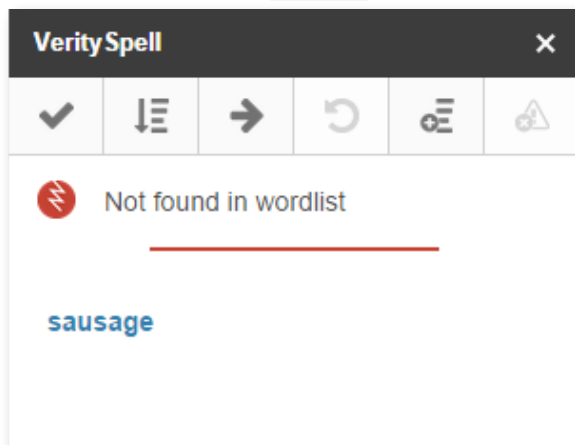
Common messages

The most common messages in the VeritySpell window are explained below.

1. *Not found in wordlist*

This message is shown when you have written something that is not included in the wordlist you are using. VeritySpell usually makes one or two suggestions. A single suggested change from VeritySpell is often enough, but if you want to see more suggestions you click the **Show more** button.

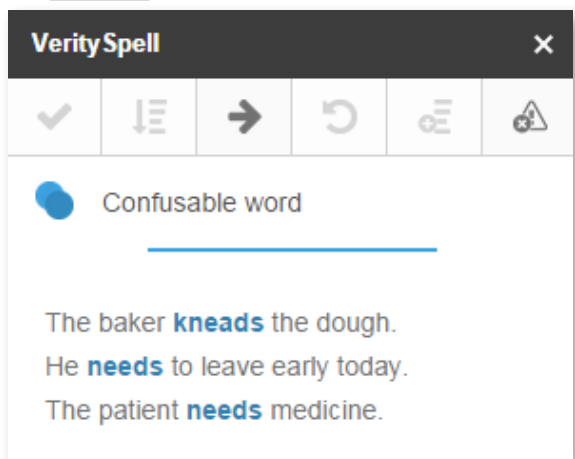
For lunch, I had a **sositch**



2. *Confusable word*

This message is shown if you have written a word that VeritySpell thinks is easy to confuse with another word. VeritySpell stops at such words to give you the opportunity to check your choice. This message does not necessarily mean that you have made a mistake, because it may be shown even if your spelling is correct. If you want to change your choice, click the word you want to use instead and then **Change**.

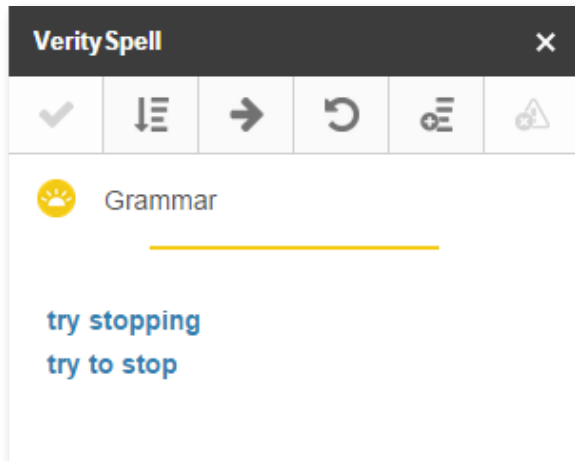
It **kneads** love.



3. Grammar

This message is shown when VeritySpell thinks you have made a mistake that is not about spelling but rather about word order, sentence structure or expressions.

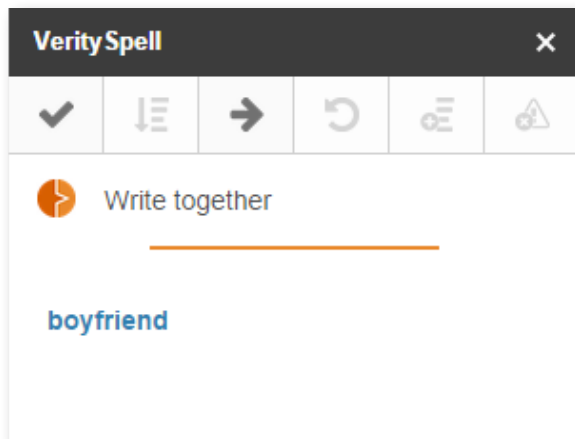
We must **try stop** it.



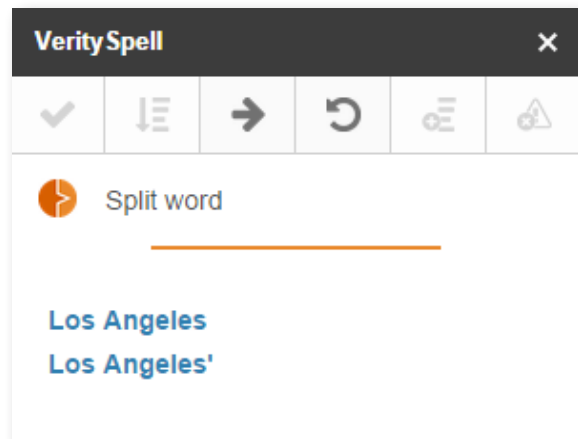
4. Write together or Split word

VeritySpell is able to discover many cases where a compound has been written in two words, with hyphen or together where it should not be. If you make a mistake of this type, VeritySpell will stop and show one of the messages **Write together** or **Split word**.

I have a **boy friend**



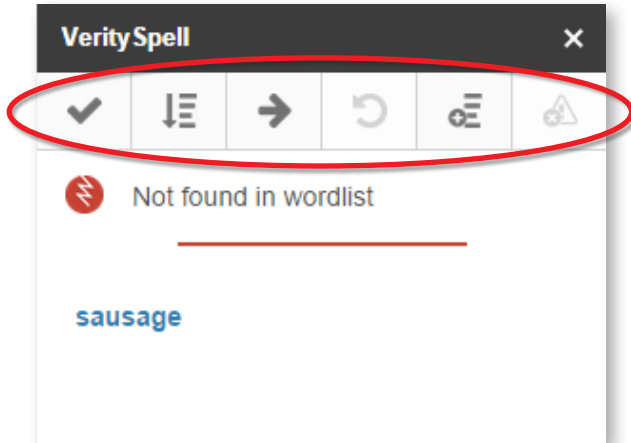
He has moved to **losangeles**



The main VeritySpell window

This section explains what the various buttons in the main VeritySpell window are used for.

For lunch, I had a sositch.



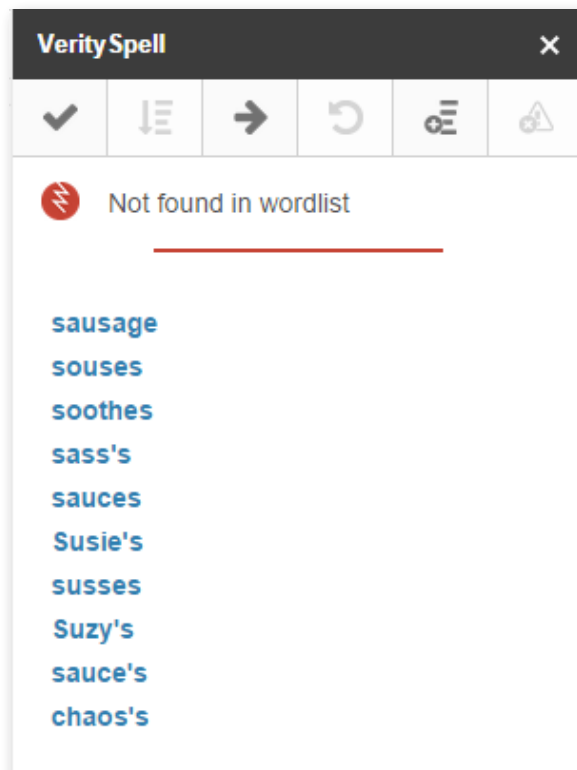
Change

To choose a word, first select it and then click the **Change** button. Except on tablets, you can also simply double-click on the word in the window.



Show more

VeritySpell normally suggests one or two words at first. If you want to see more suggestions, click the **Show more** button. When there are no more suggestions to show, the button will turn grey.



Next

To move on to VeritySpell's next stop in the text, click the **Next** button. You may want to do this if VeritySpell has stopped at a word that does not need correcting. Also, if the VeritySpell window is already open, clicking **Next** will make VeritySpell start checking your text from where the text cursor is.

**Undo**

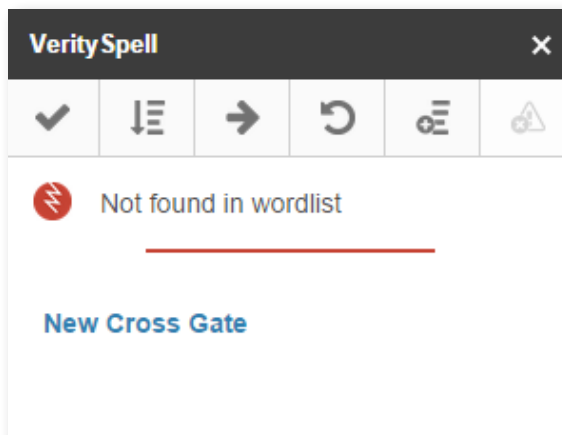
To go back to the place in the text where VeritySpell made its most recent change, click the **Undo** button.

**Add**

If you have written a word that is new to VeritySpell and you want the program to learn that word, click the **Add** button. Such words are often names. The word will then be added to your personal wordlist, which you can edit under **Settings – My wordlist**.



We have moved to Melrosegate

**Not confusable**

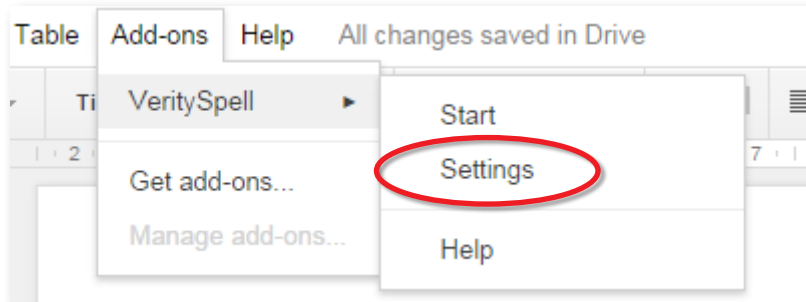
VeritySpell will sometimes warn you about easily confusable words even though you have not made a mistake. This is based on the principle of 'better safe than sorry', as described under the heading *Common messages – Confusable word*.



However, if you are sure that you never confuse, say, *need* and *knead*, and you find it annoying that VeritySpell keeps asking you to double-check, you can switch off the warning for those words. You do this by clicking the **Not confusable** button when VeritySpell has stopped at a word to warn you about it. Then the program will no longer stop at that particular spelling when a text is being spell-checked. You can change back under **Settings – Not confusable**.

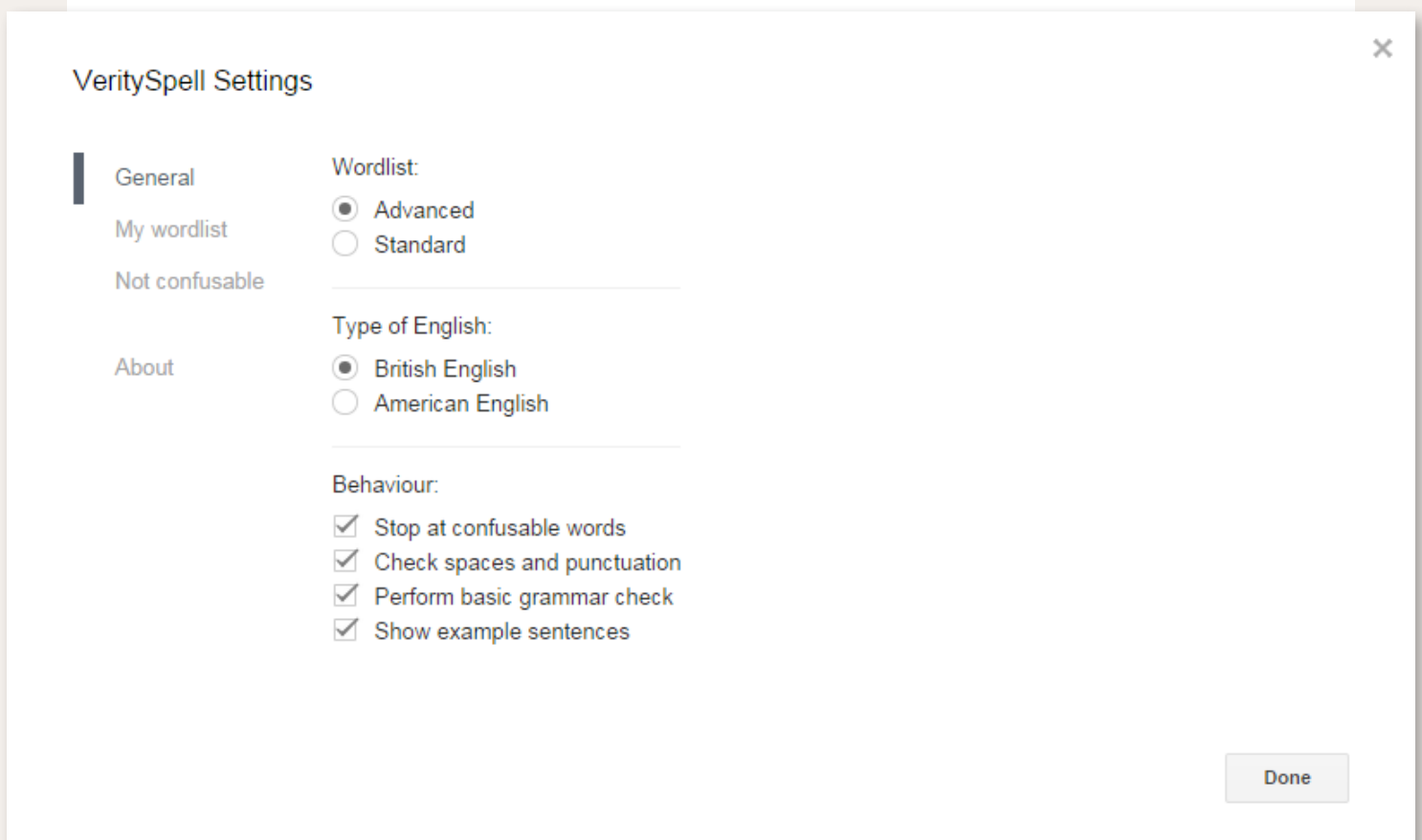
The Preferences window

You can make certain personal settings in VeritySpell by selecting **Add-ons – Settings** in the menu. Among other things, you can change the size of the wordlist, select correction options and edit any changes that you have made in the main VeritySpell window.



General

The General settings window is where you make general settings for VeritySpell.



Size of wordlist

Here you choose your wordlist. There are two options: **Advanced** and **Standard**. The Advanced wordlist is the default choice. It contains about 110,000 words. The Standard wordlist contains about 40,000 words. If you are using the Standard wordlist, VeritySpell's suggestions will only include fairly common words. This makes correcting a little easier, which may be useful if your vocabulary is limited. If you do not think the suggestions from the Standard wordlist are enough, just change to the Advanced wordlist.

Type of English

This is where you choose your working language: **British** or **American English**. British English is the default. If British English is selected, VeritySpell will stop at the American spelling *color* and suggest the British equivalent: *colour*. The opposite is true, of course, if you have selected American English.

Behaviour

Stop at confusable words

If this box is selected, VeritySpell will stop at words such as *their* and *need* (to learn more, see *Common messages – Confusable word*). Note that, with this setting, VeritySpell may stop even if your spelling is correct. Sometimes, but not always, VeritySpell is able to tell from the context that the spelling of an easily confusable word is correct.

If you think VeritySpell stops too often at words that you never actually confuse, you can also click the **Not confusable** button in the main window when the *Confusable word* message is shown about that word. Then VeritySpell will no longer stop at that particular spelling.

Check spaces and punctuation

Here you choose whether VeritySpell should react to, for example, a space that should not be there or a question mark that is followed by a full stop.

Perform basic grammar check

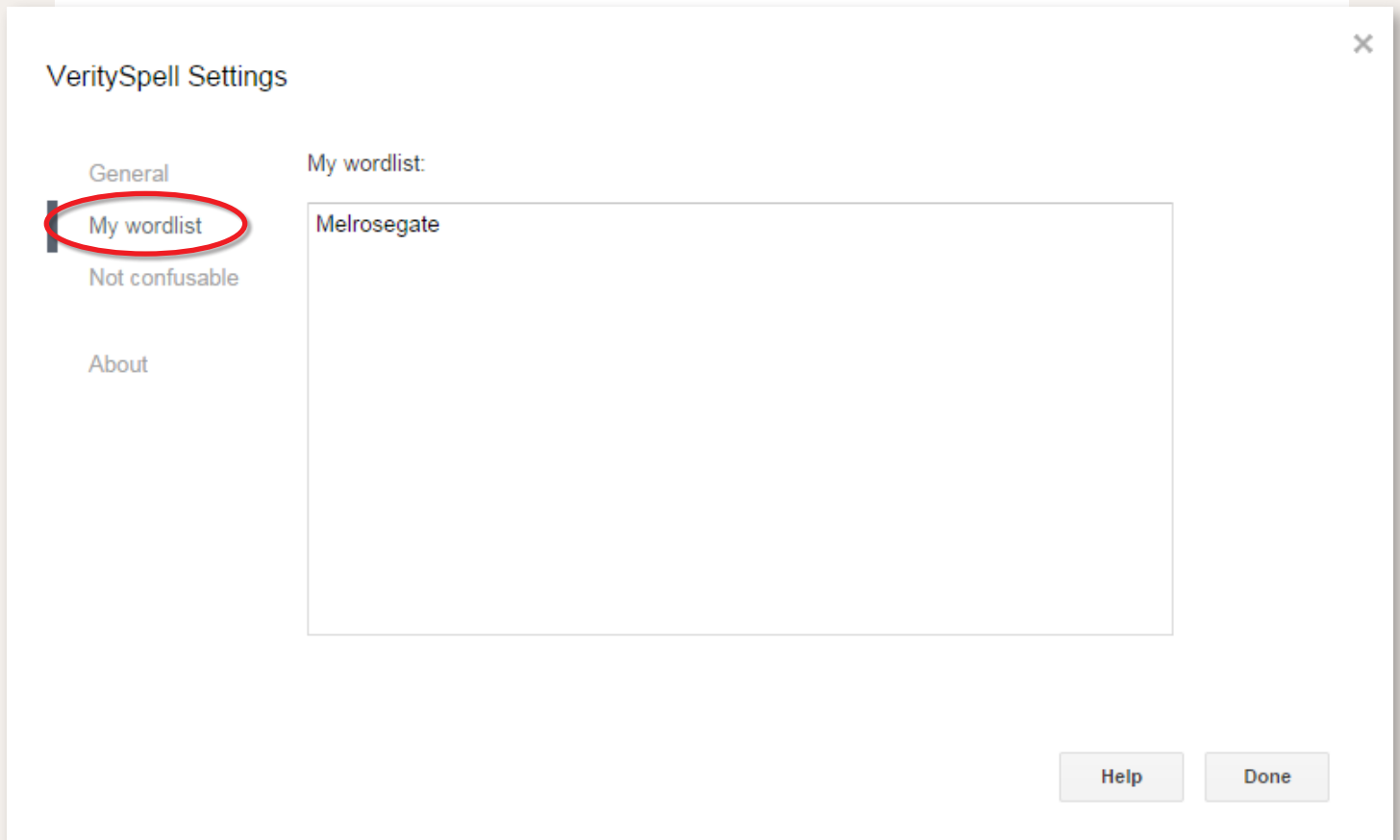
Here you decide whether VeritySpell should react to common grammar mistakes such as *He is been difficult* (suggesting that *is been* should be changed to either *is being* or *has been*).

Show example sentences

If this box is selected, VeritySpell will present its suggestions in example sentences to put them in context. If the box is not selected, the suggestions will be individual words only.

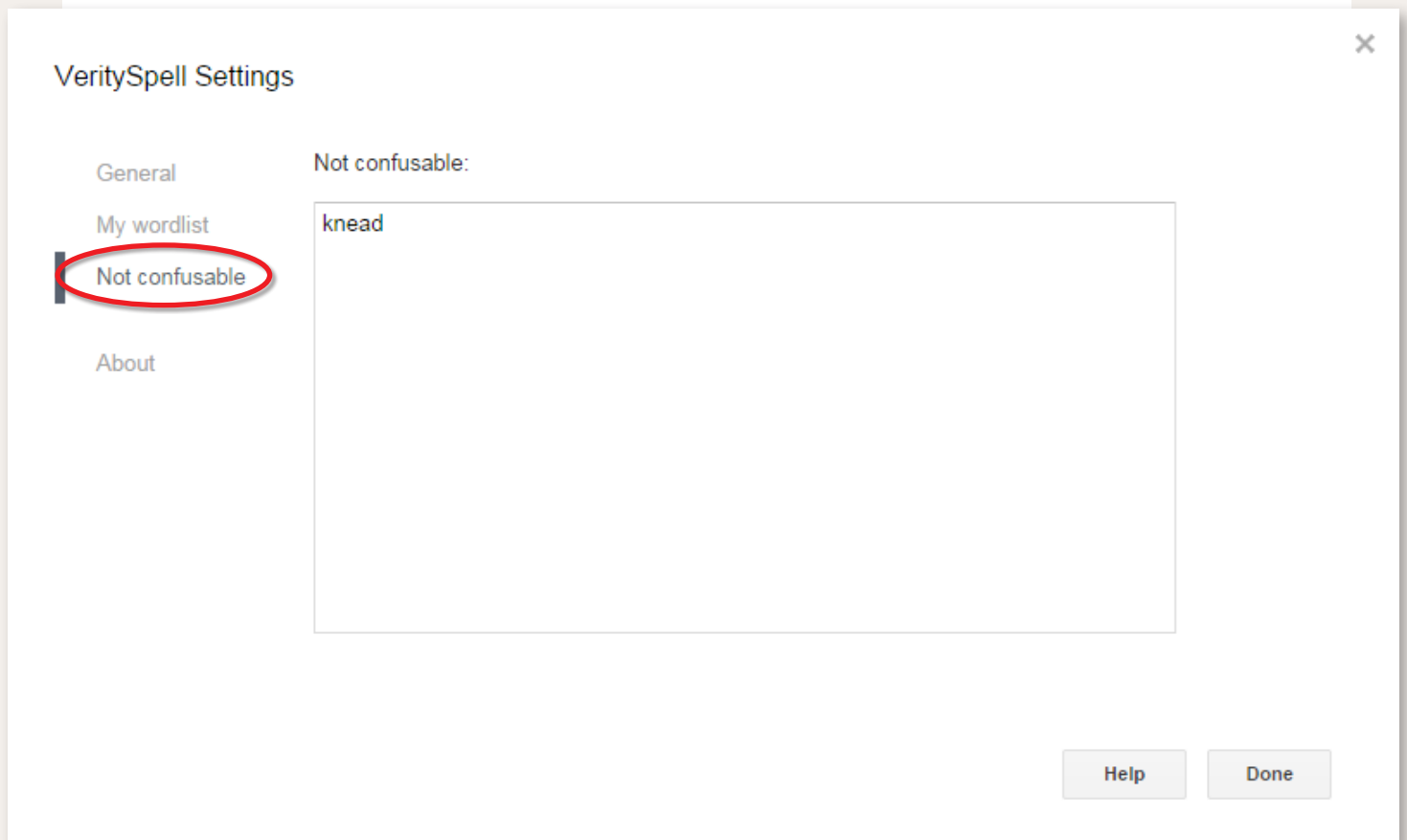
My wordlist

Here you can edit the words and phrases that you have added to your personal wordlist. This is where a word ends up if you click the **Add** button in the main VeritySpell window. You can also add words and phrases directly in this box. Write one word or phrase per line.



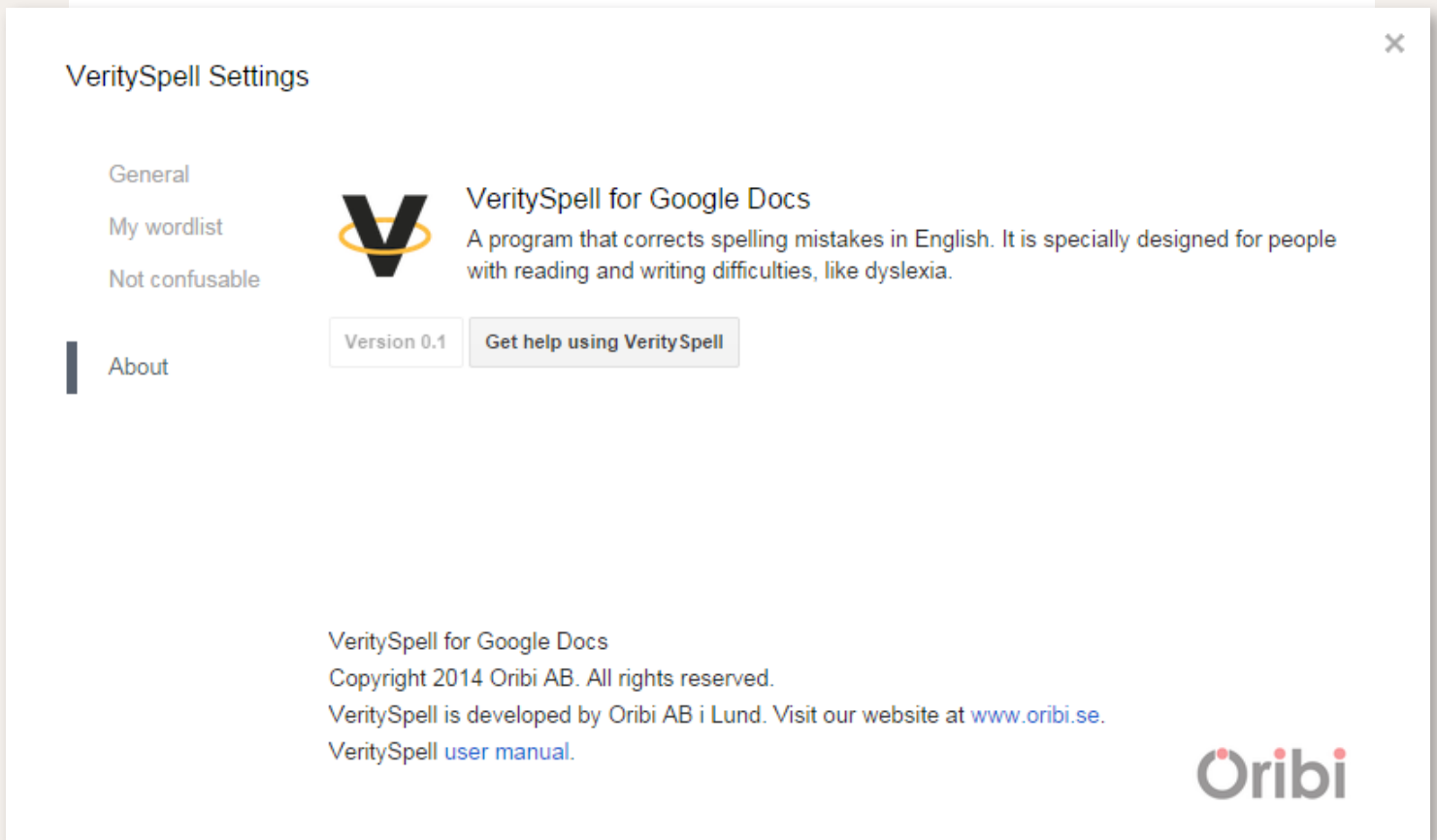
Not confusable

This is where you edit the list of words and phrases that you do not want VeritySpell to stop at, even though they may be easily confusable. You can add words to this list by clicking the **Not confusable** button in the main VeritySpell window when the program stops at the word in question during spell-checking. You can also add words and phrases directly in this box. Write one word or phrase per line.



About

To find out some information about VeritySpell for Google Docs, click **About**. Then you will see general information about the add-on, such as its version number. You can also receive help with how to use VeritySpell, and you can download the user manual.



Update

There is no need to update VeritySpell. The version of the spellchecker being run is always the most recent one.

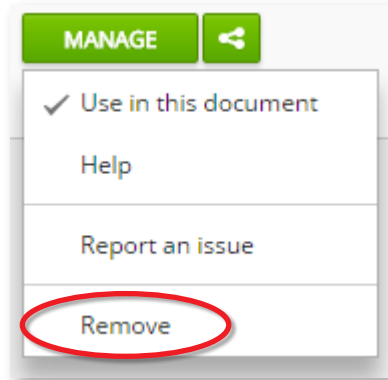
System requirements

In order for VeritySpell for Google Docs to work, you need:

- An internet connection. This is because VeritySpell for Google Docs is a 'cloud solution'. Response times will be shorter with a WiFi connection than with a mobile connection (3G/4G).
- A modern web browser. VeritySpell does not always work well with certain older browser versions. If you are having problems starting VeritySpell, check that your browser has been updated to a new version.

Uninstalling

To uninstall VeritySpell, click **Add-ons – Manage add-ons** in the menu. In the window that opens, first click **Manage** and then **Remove**.



Terms of use and customer support

VeritySpell is a registered trademark and the program is protected under the Swedish Copyright Act and corresponding international legislation.

Support for VeritySpell for Google Docs is provided by us at Oribi. Feel free to call us at +46 46 32 30 12 or e-mail us at support@oribi.se.



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